

**PIERPONT COMMUNITY & TECHNICAL COLLEGE
BOARD OF GOVERNORS MEETING**

**June 16, 2020
2:00 PM**

MINUTES

Notice of Meeting and Attendance

A meeting of the Pierpont Community & Technical College (Pierpont) Board of Governors was held on June 16, 2020, beginning at 2:00 PM. This meeting was conducted via video conference on Zoom, to follow the recommended COVID-19 social distancing guidelines.

Board members present:

Via videoconference: Thomas Barlow, Brian Bozarth, Holly Kauffman, Joshua Laprise, Brooke Nissim-Sabat, Rick Pruitte, Larry Puccio, Jr., Sharon Shaffer, Jillian Sole, Natalie Stone, and Warren 'Chip' VanAlsburg

Board Members Absent:

One governor appointed BOG position is vacant.

President's Cabinet Members Present:

Via videoconference: President Johnny M. Moore, Dale Bradley, Lyla Grandstaff, Steve Leach, Cyndee Sensibaugh, and Michael Waide

Others in Attendance:

David Beighley, Kimberly Cale, Susan Coffindaffer, Kari Coffindaffer, Vickie Findley, Carolyn Fletcher, Amanda Hawkinberry, Travis Miller, Shelley Tharp, and Raven Thomas

I. Call to Order – Open Session

1. Opening Comment

Mr. Thomas Barlow, Chair, called the meeting to order in open session at 2:01 PM.

2. Call for Public Comment

Mr. Barlow, Chair, asked if there were any requests for public sign up of comments to the Board. None recorded.

3. Approval of Minutes from the May 12, 2020, BOG Meeting – Action Item

A motion was presented by Ms. Holly Kauffman to approve the Minutes from the May 12, 2020, Pierpont Community & Technical College Board of Governors Meeting, as

presented. Mr. Chip VanAlsburg seconded the motion. There was no discussion on the motion. All agreed. Motion carried.

II. Special Recognitions/Presentations – Informational

The President and the Board recognized outgoing Pierpont Student Government Association (SGA) President and Representative to the Board of Governors, Mr. Joshua Laprise. Mr. Laprise's term of service to the Board was from July 1, 2019 until June 30, 2020. Ms. Raven Thomas, SGA Coordinator, shared that Mr. Laprise made great strides in his leadership and professional growth as the Pierpont SGA President. The Board thanked Mr. Laprise for his service and encouraged him to continue to serve and lead, as he has remarkably completed his role with the Pierpont SGA.

A plaque of appreciation was presented to Mr. Laprise by the President and the Board.

III. President's Report – Informational

President Moore commented that 2020 has been an unusual and challenging year in higher education. The nation has been dealing with a historic pandemic and now social unrest throughout the country. These events have required colleges to rethink their missions and messaging.

Pierpont is planning a controlled return to campus, adhering to the Center for Disease Control guidelines. Training will be provided to employees at the end of June on COVID-19 protection, with an anticipated training for students in the future, by the Marion County Health Department. Safety is the priority for all students and employees.

Academic calendars have been adjusted, with the Provost, the Deans and the Student Services staff working quickly to meet the requirements of the new schedule.

IV. Operation Reports - Informational

Operation Reports were tabled as employees continue their focus on efforts to deal with the COVID-19 Pandemic.

V. Committee of the Whole

1. *April 30, 2020 Combined Budget Report – Informational Item
(Dale Bradley, CFO/VP for Finance and Administration)*

Mr. Bradley shared that the details of the April 30, 2020 Combined Budget Report were provided in the June 16, 2020 Pierpont Board of Governors Book. Mr. Bradley informed that there were no changes to the Operating Revenue and Expense budget balances from the March 31, 2020 statement. It was noted that as of June 1, 2020, Pierpont has realized 97% of the president controlled projected tuition and fees revenue, as compared to 85% realized in the shared April 30, 2020 report.

2. *Resolution for Review of Comments and Acceptance of the Final Draft for Policy PP-8046: Mission Statement Review – Action Item*
(Dr. Susan Coffindaffer and Dr. Kari Coffindaffer, Co-chairs of the Institutional BOG Policies Review Committee)

Dr. Kari Coffindaffer and Dr. Susan Coffindaffer, Co-chairs of the Institutional Board of Governors Policies Review Committee (PRC), brought forth a resolution to approve the final draft of proposed changes to Policy PP-8046: Mission Statement Review.

At the Pierpont Board of Governors meeting of May 12, 2020, a 30-Day Public Comment Period was established from May 13, 2019 to June 11, 2020 to provide the public the opportunity to address the proposed repeal of Policy PP-8046: Mission Statement Review.

The public comment period was announced via campus email to Pierpont faculty, staff, and students. Notice of the comment period was also provided via email to staff of the WV Community and Technical College System. A copy of the policy was available for public viewing during this time period.

No comments were received.

Ms. Sharon Shaffer offered a motion to approve the final draft of proposed changes to Policy PP-8046: Mission Statement Review, as presented. Ms. Jillian Sole seconded the motion. There was no discussion on the motion. All agreed. Motion carried.

3. *Resolution for Review of Comments and Acceptance of the Final Draft for Policy PP-5019: Procedures Regarding Freedom of Information Act Requests – Action Item*
(Dr. Susan Coffindaffer and Dr. Kari Coffindaffer, Co-chairs of the Institutional BOG Policies Review Committee)

Dr. Kari Coffindaffer and Dr. Susan Coffindaffer, Co-chairs of the Institutional Board of Governors Policies Review Committee (PRC), brought forth a resolution to approve the final draft of proposed changes to Policy PP-5019: Procedures Regarding Freedom of Information Act Requests.

At the Pierpont Board of Governors meeting of May 12, 2020, a 30-Day Public Comment Period was established from May 13, 2019 to June 11, 2020 to provide the public the opportunity to address the proposed repeal of Policy PP-5019: Procedures Regarding Freedom of Information Act Requests.

The public comment period was announced via campus email to Pierpont faculty, staff, and students. Notice of the comment period was also provided via email to staff of the WV Community and Technical College System. A copy of the policy was available for public viewing during this time period.

No comments were received. However, some Board members and attendees noticed some numbering and formatting changes were needed to the draft policy. One heading change was also noted.

Ms. Shaffer offered a motion to approve final draft of proposed changes to Policy PP-5019: Procedures Regarding Freedom of Information Act Requests, and to incorporate the noted numbering, formatting and title changes. Ms. Brooke Nissim-Sabat seconded the motion. There was no discussion on the motion. All agreed. Motion carried.

VI. Board Committee Reports

1. *AdHoc BOG Executive Officers Nominating (EON) Committee Report* (Brian Bozarth, Chair, Brooke Nissim-Sabat, Rick Pruitte, and Warren VanAlsbury)

- a. Resolution for Approval of the Election and Establishment of the Pierpont Community & Technical College Board of Governors Officers for the 2020-2021 Academic Year. – *Action Item*

Brian Bozarth, Chair, presented the Ad Hoc Nominating Committee Report.

In accordance with West Virginia Legislature House Bill 3215 §189B-2A-1. Findings; composition of boards; terms and qualifications of members; vacancies; eligibility for reappointment. Except in the case of a vacancy, all elections are held, and all appointments are made no later than June 30, preceding the commencement of the term. Each board of governors shall elect one of its appointed lay members to be chairperson in June of each year. A member may not serve as chairperson for more than four consecutive years.

From April 8, 2020 to May 1, 2020, the Pierpont Community & Technical College Board of Governors members were electronically petitioned to forward nominations for the Pierpont Community & Technical College Board of Governors Executive Officers positions to the Nominating Committee. Those nominations were collected, tallied, and reviewed by the Nominating Committee.

Accordingly, the Nominating Committee presented for approval those members nominated to serve as Pierpont Community & Technical College Board of Governors Officers for the 2020-2021 Academic Year. They were:

- Chair: Thomas Barlow
- Vice Chair: Sharon Shaffer
- Secretary: Brian Bozarth

Mr. Barlow asked for any further nominations for the Chair position, three times. No other nomination for Chair was offered from the floor.

Mr. Barlow asked for any further nominations for the Vice-Chair position, three times. No other nomination for Chair was offered from the floor.

Mr. Barlow asked for any further nominations for the Secretary position, three times. No other nomination for Chair was offered from the floor

Hearing no further nominations offered from the floor, a request for a motion was called.

Mr. Bozarth offered a motion to approve Thomas Barlow as Chair, Sharon Shaffer as Vice Chair and Brian Bozarth as Secretary for the 2020-2021 academic year. There was no discussion on the motion. Ms. Holly Kauffman seconded the motion. All agreed. Motion carried.

2. *Finance and Administration Committee Report (FA) – Informational Item*
(Brian Bozarth, Chair)

a. Resolution for Approval of the FY 2021 Pierpont Only Capital Projects – *Action Item*

Mr. Dale Bradley, CFO/VP Finance and Administration, presented the Capital Projects Request for FY 2021 for approval. \$75,000 was requested to be designated for small projects and to be budgeted from Pierpont Only Educational and General Funds

Ms. Shaffer presented a motion to approve \$75,000, for small projects in FY 2021, from the Pierpont Only Educational and General Funds. Mr. VanAlsburg seconded the motion. There was no further discussion on the motion. Motion carried.

b. Resolution for Approval of the FY 2021 Education and General Budget – *Action Item*

Mr. Bradley, CFO/VP Finance and Administration, presented the FY 2021 Unrestricted Education and General (E&G) Budget for approval.

The Finance/ Audit and Administration Committee met with Administration and reviewed the changes proposed to the FY 2021 Unrestricted E&G Budget. The Finance Committee's review utilized the FY 2021 Budget Planning document (provided in the June 16, 2020 BOG Book). Also utilized and included in the June 16, BOG Book, was a comparison identifying changes in the FY 2021 Unrestricted E&G Budget to the current April 30, 2020 Unrestricted FY 2020 E&G Budget.

After discussion on revenue, budget planning, enrollment, recruiting and marketing, Ms. Shaffer offered a motion to approve the FY 2021 Unrestricted Education and Budget, as presented. Ms. Kauffman seconded the motion. There was no further discussion on the motion. Motion carried.

3. *Communication, Academic Affairs, Recruiting & Student Services Committee (CARS) – Informational (Sharon Shaffer, Chair)*

Ms. Shaffer shared that no June meeting was held by the CARS Committee. A meeting is scheduled in July.

4. *BOG Executive Committee – Informational (Thomas Barlow, Chair)*

Mr. Barlow reported that the Committee met in June for continued discussion on IT separation. President Moore has been sending weekly updates to the Board Executive Committee.

5. *Data Analytics Research Committee – Informational (Brooke Nissim-Sabat, Chair)*

Ms. Nissim-Sabat shared that the DARS Committee has meet and discussed creating a student survey, working with the Institutional Review Board, to explore reasons that may cause students to drop. A focus on enrollment data from each of the counties in Pierpont’s service area continues. Discussion was held on offering additional courses or programs throughout the prison system.

6. *Government Relations, Policies & Human Resources Committee (GRPHR) – Informational (Chip VanAlsburg)*

Mr. VanAlsburg informed that although the GRPHR Committee has not met, work continues, and meetings have been held with county commissioners and legislators. Mr. VanAlsburg stressed the importance of being engaged and informative.

VII. New Business

1. Upcoming Meetings:

- a. BOG Communication, Academics, Recruiting and Student Services Committee Meeting, July 14, 2020 at 2:00 PM
- b. BOG Data Analytics Research Committee Meeting, July 23, 2020 at 10:00 AM
- c. Pierpont BOG Finance and Administration Committee (FA) Meeting (TBD)
- d. The next regularly scheduled ATC Advisory Board meeting will be held on Tuesday, September 15, 2020 at 1:00 PM
- e. The next regularly scheduled BOG meeting will be held on Tuesday, September 15, 2020 at 2:00 PM
- f. BOG Data Analytics Research Committee Meeting, October 1, 2020 at 10:00 AM

VIII. Old Business

None.

IX. Public Comment

There were no signatures recorded for public comment.

X. Executive Session – Closed Session

1. Entering Executive Session – Closed Session

At 3:29 PM Ms. Shaffer moved pursuant to 6-9A-4(b)2A of the WV Code that the Board shall go into Executive Session to discuss personnel and personnel matters, which if discussed in public might adversely affect the reputation of any person. Mr. Bozarth seconded the motion. There was no discussion on the motion. All agreed. Motion carried.

2. Exiting Executive Session – Back to Open Session

At 4:49 PM, Ms. Shaffer motioned to exit Executive Session and return to Open Session. Mr. Bozarth seconded the motion. All agreed. Motion carried.

3. Items brought forward from Executive Session

a. Payout of Incentive for President Moore’s Contract

A motion was offered by Mr. VanAlsburg to approve the payment of the incentive for President Moore’s contract for AY 2019-2020. Brian Bozarth seconded the motion. There was no further discussion on the matter. All agreed. Motion carried.

b. Announcement and Acceptance of Resignation of Pierpont Community & Technical College Board Member Ms. Holly C. Kauffman

Ms. Kauffman announced that as she has retired and moved, she submits her resignation effective July 1, 2020.

The Board expressed regret in seeing Ms. Kauffman go, and thanked her for her dedicated service over the years. Ms. Kauffman has served on the Board since August 7, 2017.

Ms. Shaffer offered a motion to accept the resignation of Ms. Holly C. Kauffman from the Pierpont Community & Technical College Board of Governors. Ms. Nissim-Sabat seconded the motion. There was no further discussion on the matter. All agreed. Motion carried.

XI. Adjournment

There being no further business, Ms. Shaffer offered a motion to adjourn the meeting at 4:53 PM. Mr. Rick Pruitte seconded the motion. All agreed. Motion carried.

Respectfully submitted by Cyndee K. Sensibaugh

Pierpont Mission Statement: To provide accessible, responsive, comprehensive education that works.

Pierpont Vision Statement: Empowering individuals to transform their lives through education.

Pierpont Tagline: Education that Works.